

INSTRUCTIONS FOR ENROLLMENT SHEET

Download Enrollment Sheet and “save as” into Excel or compatible spreadsheet program.

Open file and at the bottom of the screen click on the FTE Tab. Enter the center’s name and date. In home district column list all of the participating high schools and the local high school LEA number (this will automatically appear on the succeeding pages).

Click on the **two hour tab**. In the boxes across the top, list the programs of study offered. If you operate satellites, list the center program first, then in the next box list the satellite program followed by a (s). The program listing will automatically transfer to the 1 hour, 3 hour, and verification forms.

Enter the number of students from each high school in the appropriate program of study column. **(When you move out of the cell the calculation will occur)** repeat this process on the 1, 2, or 3 hour sheets as needed. The totals will appear on the FTE Summary page.

Save the document.

You will have a verification form for each participating school. The information is automatically filled in according to the data entered on the enrollment forms. Print the verification form for each school and send to that school. The form should be checked and signed by the local school official and returned to you.

When you collect the verification forms from your participating high schools, make the necessary changes on the electronic enrollment form. When the enrollment forms and verification forms agree, e-mail the enrollment document to oleda.potter@arkansas.gov and fax or mail the verification forms to the office of Workforce Training.

Mail: Lee Griffith, Department of Workforce Education, #3 Capitol Mall, Little Rock, AR 722201
Fax: (501/682-1501)

The Total FTE rows (shaded) are for state office use only and requires no action on your part.

The enrollment forms will be used to calculate vocational center aid and will also be used to determine the average FTE for each high school.